

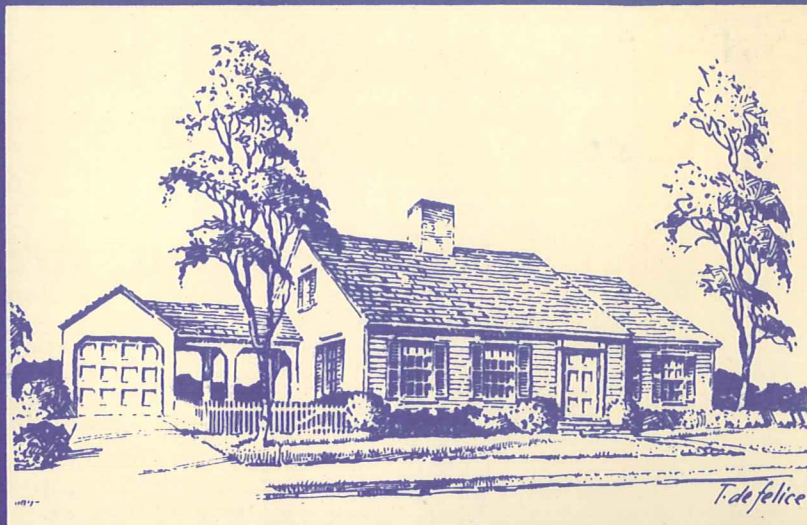
Guide to Home Planning



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FOR HOME OWNERS' CATALOGS



You plan your home . . .

Planning your own home is a glorious adventure for all the family. It is a tremendous step you are taking, and may seem a little bewildering at first. Probably never again will you spend so much money on one thing. So you simply cannot afford to make mistakes, mistakes you might have to live with for the rest of your days.

That's why you should go at this job slowly and seriously, using the best professional advice. This Guide is part of that advice, designed to eliminate some possible blunders. Dependable help makes home planning absorbing and rewarding, fun while you're doing it and a joy for years to come in the pleasure the finished product gives you.

Home planning in its first stage is partly a family question-and-answer game. You know you want a home. But do you know exactly what *kind* of a home—and a setting—you want? If you do you're almost unique. Practically everyone is agreed on generalities. They want homes which are well planned, well built, handy, comfortable and attractive, but they are hazy as to materials they prefer, whether this or that heating is the thing, where to use fluorescent lights, and about porches and front halls, and whether it's a good idea to substitute a dining area for a dining room.

Now no one but you can answer many of the dozens of questions which are going to come up. But right now you probably don't know half the questions and certainly not the answers yourselves. This Guide is packed with vital questions to help you clarify your own ideas and make necessary decisions.

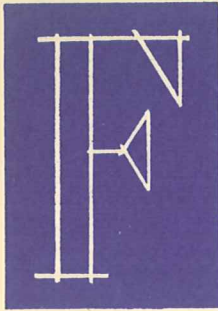
After you know *where* you will build, supply yourself with a folder, lots of paper and plenty of sharp pencils before you begin. As you discuss, make decisions and fill in answers, make ample notes. If you leaf through the question

lists now, you'll find there are many questions you're not yet ready to answer. When you've finished studying these pages, you'll be much surer about the answers.

You will save yourself some disappointments if you set a rough budget before you get too far in your planning. It's good to have a springboard figure of what you can afford. Considered a good way to arrive at this is to multiply your year's income by one-and-a-half. This will give you a safe cost for the house you can afford. Then multiply your yearly income by three and you have a maximum figure of cost. The final, over-all cost of your new home had best lie between these two amounts, just where being partly conditioned by how much cash you can put into your down payment.

When you've got your financial status down pat and your rough architectural plans in hand, go and talk your project over with a member of a responsible money-lending institution in your community. One of the first things they'll be interested in is the neighborhood you plan to build in. The chances are you've spent many Sundays looking at sites and deciding just that. Only after you've picked your lot and straightened out a financing system, will you be ready to have final working drawings made and out for bids. But let's get back to the planning!

Professional architectural advice is necessary to sound home planning. However, to get the most for the money you pay for this service, you'll do well to be clear as possible what kind of house you honestly want before you take your problem to the expert. He can realize your ideas in bricks and wood and stone and metal only if you can tell him precisely what they are. So gather the family around the conference table and start planning.



irst things come first . . .

When it comes to home planning, every single member of the family should have his or her say, because you're all going to live together here, and God willing, be happy under this roof. Listen to all voices around the family council table. This makes a fine democratic set-up, but it isn't going to work unless you all know what it's practical to have.

There's been a lot of talk about new developments in building materials and methods. Some of these are wonderful improvements, and some of them are far, far in the future. Start by bringing yourself up-to-date, getting a grasp on the facts. Read the pages of this book through attentively and then you'll have a basic knowledge of what's what. When you've finished your preliminary run-through, tackle the questionnaires, consulting together, and fill them in as far as you're able to.

About now is the time to get out cross-section paper and to make your sketch diagrams of room layouts (see page 8). Try arranging room units in a general over-all scheme, bearing in mind the nature of your lot (best exposure, prevailing breeze, slope, areas for outdoor living, etc.). Don't get too agitated if you can't devise a scheme which works. Actually, that is the job of an architecturally-trained expert, but by making rough layouts you will prepare yourself to tell him some of your ideas. Try to establish dimensions which take into account the new furniture which you will want, so it will fit in pleasantly and conveniently.

Spread your sketch planning over a number of sessions and a number of weeks. Compromises are effected gradually. Flash ideas, at first hotly defended, subside. You're going to live in this house a long time. You can afford to take time to get it right.

When you've got a fairly unanimous picture of what you like, find your expert and start working with him on it. The matter of money will now become increasingly important, because he is trained to be able to give you rough estimates from early sketches. Don't be down-hearted if you have to cut your cloth to fit your purse. Nine times out of ten an even better plan will emerge, sparer and more efficient than your first dream.

Though you are full of enthusiasm for the life you will lead in your new home, in sober fact you should remember that one day you may want to sell it. From this point of view it's sage to curb any leanings toward bizarre or odd features.

When you have acceptable sketch plans it is time for you to go back to your financing institution. You are armed with some estimated figures, ready to learn how best to swing the money end of your home.

It is only when all this spade work is over that you will be ready to have final plans, working drawings, "blueprints" made. Naturally your expert will draw them, but don't be intimidated into accepting the plans if you're not wholly satisfied. Continue to make necessary changes and improvements until you have things right. They are simple on paper; they will be impossible later without added costs and heartbreak after construction has started.

The list that follows has been arranged to make it easy for you to add pencil comments. Take full advantage of this feature. Now is the time to record all your ideas in full. Later will be too late.

Check or fill in all the items you can on the next page thinking always of what you really want to do in your new home, and the facilities therefore to be provided.

NEEDS AND REQUIREMENTS CHECK LIST ON FOLLOWING PAGE



Needs and Requirements Check List

MRS.

PROFESSION OR OTHER WORK.....Office work at home ☐ Requires space.....FT. BY.....FT.

Studio ☐ Music room ☐ Requires space.....FT. BY.....FT.

HOBBIES OR COLLECTIONS (list)..... Requires space.....FT. BY.....FT.

SPORTS (list)..... Requires space.....FT. BY.....FT.

OTHER ACTIVITIES.....

SPECIAL REQUIREMENTS.....

SLEEPING { Separate bedroom ☐ Shared with.....Size of room desired.....FT. BY.....FT.
Beds: twin ☐ double ☐ single ☐ sleeping porch ☐ Windows open N ☐ S ☐ E ☐ W ☐
Other comments.....

DRESSING { Separate dressing room ☐ Built-in units.....
Combined dressing room and bath ☐ Combined dressing room and wardrobe ☐
Vanity ☐ Dresser ☐ Triple mirror ☐ Full length mirror ☐ Safe ☐

CLOSET AND STORAGE SPACE { for the following number of
suits....., dresses....., hats....., coats....., shoes....., sport clothes.....,
Other clothing (list).....

SPECIAL FURNITURE OR EQUIPMENT (list) Mothproof storage space ☐ Fireplace ☐ Telephone ☐
Radio ☐

MR.

BUSINESS OR PROFESSION.....Office work at home requires space.....FT. BY.....FT.

HOBBIES OR COLLECTIONS (list)..... Requires space.....FT. BY.....FT.

SPORTS (list)..... Requires storage space.....FT. BY.....FT.

OTHER ACTIVITIES..... Special requirements.....

SLEEPING { Separate bed room ☐ Shared with.....Size of room desired.....FT. BY.....FT.
Beds: twin ☐ double ☐ single ☐ sleeping porch ☐ Windows open N ☐ S ☐ E ☐ W ☐
Other comments.....

DRESSING { Separate dressing room ☐ Combined dressing room and bath ☐ Combined dressing room
and wardrobe ☐ Dresser ☐ Mirror ☐ Safe ☐ Built-in units (describe their use).....

CLOSET AND STORAGE SPACE for the following number of suits....., shoes....., hats....., coats.....,
Other clothing (list).....

SPECIAL FURNITURE OR EQUIPMENT (list) Mothproof storage space ☐ Fireplace ☐ Telephone ☐
Radio ☐

CHILDREN

NAME..... AGE.....
HOBBIES AND SPORTS..... Requires space..... FT. BY..... FT.
WORK OR STUDY SPACE REQUIRED..... FT. BY..... FT. Storage space..... FT. BY..... FT.
SLEEPING. Separate bed room ☐ Shared with..... Desired size..... FT. BY..... FT.
Bed: Single ☐ Double ☐ Twin ☐ Single bunk ☐ Double deck bunk ☐ Windows open N ☐ S ☐ E ☐ W ☐
DRESSING. Separate dressing room ☐ Built-in units.....
CLOSET AND STORAGE SPACE for the following number of suits....., dresses....., hats....., coats....., shoes.....
Also space..... FT. BY..... FT. for storage of toys and games.....
SPECIAL FURNITURE (list).....

NAME..... AGE.....
HOBBIES AND SPORTS..... Requires space..... FT. BY..... FT.
WORK OR STUDY SPACE REQUIRED..... FT. BY..... FT. Storage space..... FT. BY..... FT.
SLEEPING. Separate bed room ☐ Shared with..... Desired size..... FT. BY..... FT.
Bed: Single ☐ Double ☐ Twin ☐ Single bunk ☐ Double deck bunk ☐ Windows open N ☐ S ☐ E ☐ W ☐
DRESSING. Separate dressing room ☐ Built-in units.....
CLOSET AND STORAGE SPACE for the following number of suits....., dresses....., hats....., coats....., shoes.....
Also space..... FT. BY..... FT. for storage of toys and games.....
SPECIAL FURNITURE (list).....

NAME..... AGE.....
HOBBIES AND SPORTS..... Requires space..... FT. BY..... FT.
WORK OR STUDY SPACE REQUIRED..... FT. BY..... FT. Storage space..... FT. BY..... FT.
SLEEPING. Separate bed room ☐ Shared with..... Desired size..... FT. BY..... FT.
Bed: Single ☐ Double ☐ Twin ☐ Single bunk ☐ Double deck bunk ☐ Windows open N ☐ S ☐ E ☐ W ☐
DRESSING. Separate dressing room ☐ Built-in units.....
CLOSET AND STORAGE SPACE for the following number of suits....., dresses....., hats....., coats....., shoes.....
Also space..... FT. BY..... FT. for storage of toys and games.....
SPECIAL FURNITURE (list).....

OTHER RESIDENT (name)..... Relationship.....
SPECIAL CONSIDERATIONS.....
.....
.....

Needs and Requirements Check List

GROUP ACTIVITIES

TYPES OF ENTERTAINMENT: (maximum number of guests to be filled in blanks)

DINNERS.....	MUSICALS.....	TEAS.....
CLUB MEETINGS.....	LUNCHEONS.....	GARDEN PARTIES.....
HOME MOVIES.....	DANCES.....	GAMES (children).....
CARD PARTIES.....	BUFFET SUPPERS.....	TELEVISION.....

GENERAL REQUIREMENTS SUMMARY

LIVING ROOM Size.....FT. BY.....FT. Ceiling height.....FT. Living room activities.....
 Is close relation between indoor and outdoor living spaces desired YES ☐ NO ☐

DINING ROOM Size.....FT. BY.....FT. Separate ☐ Combined with.....
 LIBRARY OR DEN Size.....FT. BY.....FT. How many feet of shelving.....Fireplace ☐

POWDER ROOM Size.....FT. BY.....FT. Lavatory ☐ with door to.....
 GAME ROOM Size.....FT. BY.....FT. Where located.....
 Special requirements.....

GARAGE Number of cars..... Other uses: Work bench ☐ Garden Tools ☐ Bicycles ☐
 Storage for.....

OUTDOOR LIVING AREAS DESIRED Covered porch ☐ Screened porch ☐ Terraces ☐ Upper level sun
 decks ☐ Green house ☐ Sun room ☐

STYLE OF HOUSE DESIRED (Type of architecture).....
 One story house ☐ Two story house ☐ Is basement desired YES ☐ NO ☐

USES OF BASEMENT Hobby shop ☐ Home work shop ☐ Game room ☐ Photographic dark room ☐
 Storage for.....

SPECIAL CONSIDERATIONS.....

Your land and your home . . .

You probably have your lot but if you haven't one already, two questions should keep running through your mind—Do we like this community? and will such-and-such a site be suitable for the house we have in mind?

Around the question of neighborhood cluster a number of considerations:

- a. Have we friends in the neighborhood or are we going to like the people who live here? Are their children our children's ages?
- b. Is it handy to stores, schools, buses, places of worship and all the things which go with family life?
- c. Is it an up-and-coming neighborhood, crisp and neat, showing community pride?
- d. Are there the services which we shall require like electricity and gas, water and sewers, surfaced roads, pavements, fire and police protection, etc? These last have a bearing on your insurance rates.
- e. Is it acceptable for a mortgage? (Remember this will affect your loan.)

For the budget, note that the price of urban or suburban land usually should not exceed 20 per cent of your over-all expenditure. In the country it may be as low as 5 per cent, but there you will probably have to install some of your own services, dig a well and sewage system, bring in or make electricity, even build a road.

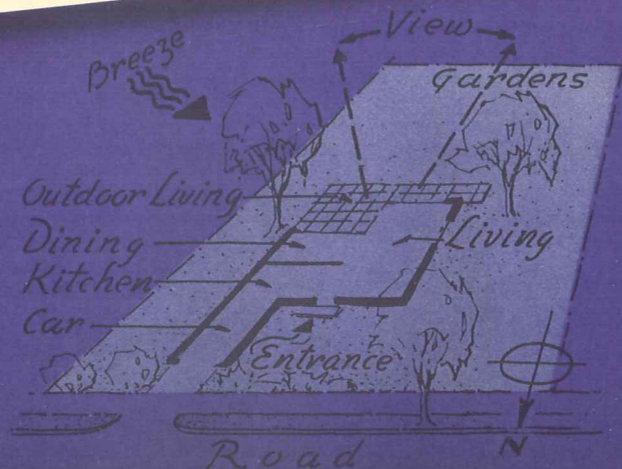
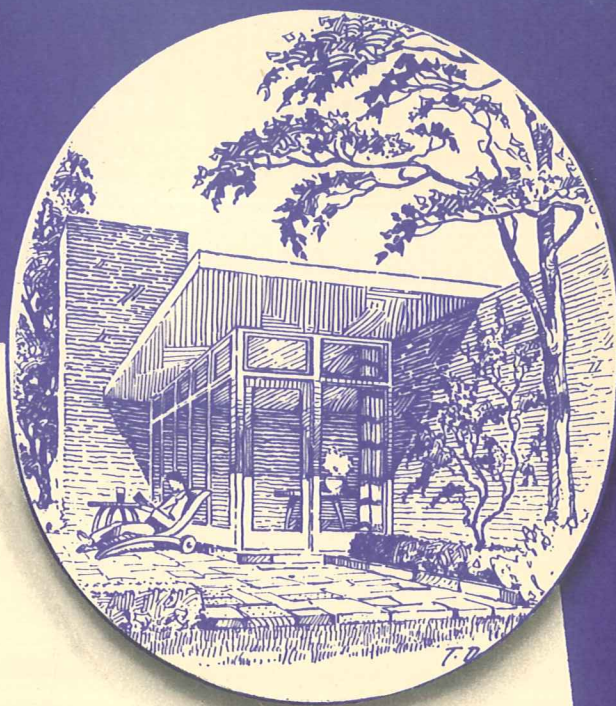
To go back to the second of the crucial questions, the suitability of the site to your house, you may find your land before you begin designing your home or you may begin planning your home and then find your lot. Either way the site and the building must be treated so that they end up in the closest possible harmony.

Where the house will stand and which way it will face come under the head of *orientation*. What that means to you is planning to make the most of the view, of the sun throughout the day, and of the prevailing breeze. Also to get the most privacy. Home building experience shows that in general it's good to have living rooms face south, southeast, or east, the kitchen any direction but west (to avoid the broiling late

afternoon sun), workrooms in a northerly direction (uniform, unglaring light). Bedrooms, used largely at night, can face any direction, but look out for eastward windows at the foot of your beds if you don't mean to get up with the birds. The diagram below shows how rooms can be arranged suitably as far as the compass goes.

But there are other considerations. A house planned for a level lot is unfitted to take advantage of certain charming features which can be devised for a hillside site, and vice versa. One treatment, ideal for a corner lot, may lose all validity on an inside lot. And don't forget the landscaping possibilities, where you will have a garden, lawn, play-space, outdoor living areas, and where trees will be to give shade or privacy. (Lawns and landscaping are discussed at greater length on page 27.)

Finally there is a slightly intangible factor which is still terribly important. The kind of community you're moving into and the kind of lot you're building on may decide the plan and style of your house. It would be poor taste to build a house out of keeping with the neighborhood in style, size or cost. But let's get on with our planning.



You draw a plan . . .

The easiest and most accurate way to set about making rough plans is on cross-section or graph paper. It is ruled into $\frac{1}{8}$ inch squares by light blue lines. You can buy it by the sheet or the pad at your stationer's.

Decide on a scale. A square on the paper to indicate a square foot of house is handy. But if you make the sides of two squares equal one foot, you have $\frac{1}{4}$ inch scale, and the furniture drawings on page 10 may be traced and cut out so that you may fit them onto your plans. "Quarter inch scale" means that $\frac{1}{4}$ inch measured on paper indicates 1 foot in the actual house.

Don't bother with refinements like thickness of walls. Your architectural expert can take care of all

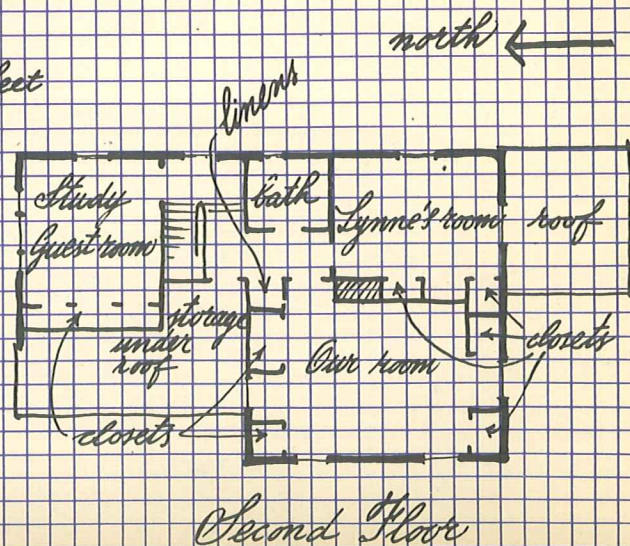
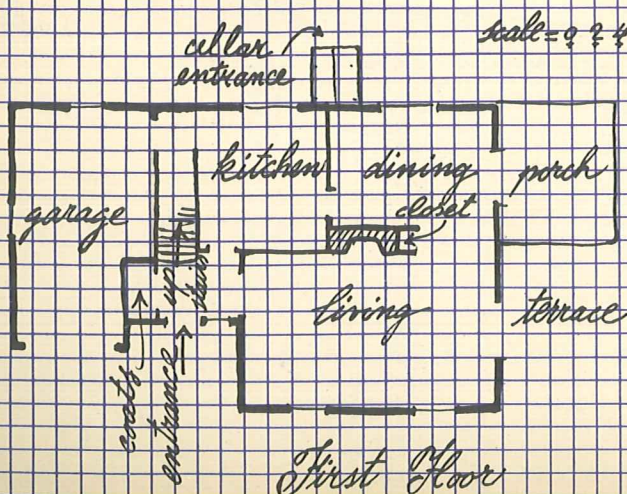
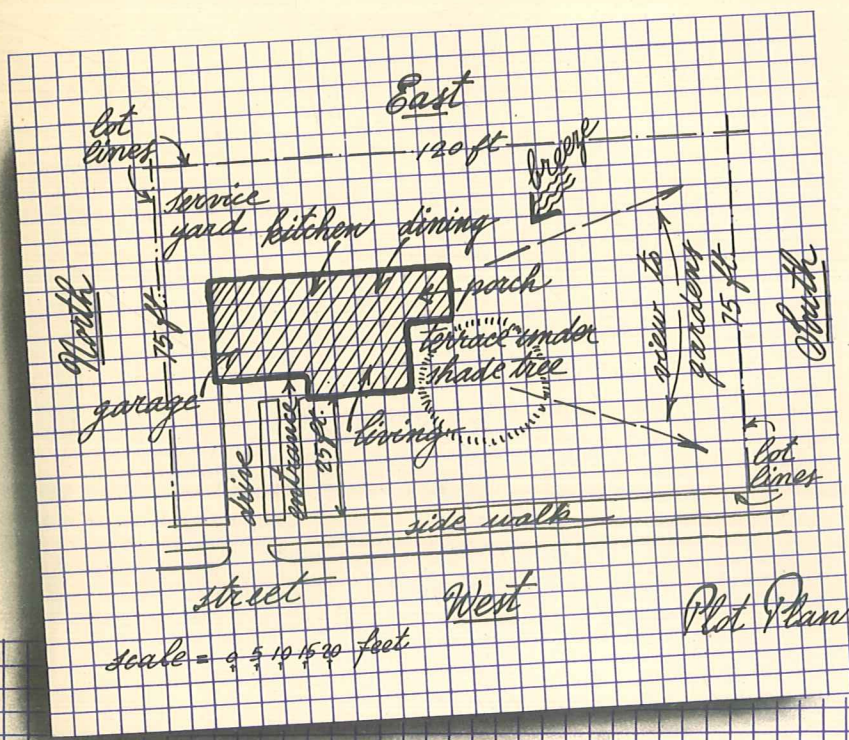
that. What you are after is general proportions and relationship of rooms to each other on the lot. To arrive at this you will first have to make a plot plan. Here you will naturally employ a smaller scale, the side of a square equalling perhaps 5 feet. Besides putting the points of the compass where they belong, indicate prevailing wind, sun, view and other orientation factors. So start with plot plan in relation to sun, wind, view, street, etc. (See diagram, left.)

Then at a larger scale ($\frac{1}{8}$ "=1 foot is good for these preliminary schematic plan sketches) begin with the living room, the room which will be the center of your lives, and fit the parts of the house to that. It is no more important than any other room, but it seizes the imagination, for it is the heart and holds the hearth.

When you have a plan scheme that seems about right at this scale—draw it at quarter inch scale and arrange your furniture "cut-outs" on the plan. This will help locate doors and windows so there will be wall-space and clearance space. Your final working drawings and blue prints will be at this scale too. ("Cut-outs" are shown on page 10.)

Turn to the check lists which will remind you of many planning features vital to the smooth running of the whole house.

Sketches show a plot plan and a rough house plan drawn on cross-section paper. They do not include every last detail which will go into your house, but they do have the main design elements. You may be sure, in using them as an additional check, and in following a similar method you will be crystallizing your ideas in the logical way.



ABC's of planning . . .

Your house is taking form. You have checked the Needs and Requirements List. You know the number of rooms you will have, about where they will be, something about their size. Now you can get down to studying whether your room layouts are going to work. The best way to discover this is by asking yourself what you will want to do in any one room, and then seeing whether you can do it as you've set it up.

Front hall first. Can it be reached under cover from a car on rainy days? Does it prevent casual callers seeing all that goes on in the living room? Does it also prevent chilly drafts? Does it have adequate closet accommodations where outer garments and overshoes can be put? Can the floor be freed of mud and dampness easily? Long halls are not only inconvenient, they're also expensive since the more compact the final plan, the shorter the outside walls.

At times the living room is a place for entertaining. Can a group gather cozily around the fireplace, play games? Have you provided storage space for game equipment? Will a gathering of friends divide up naturally into friendly groups as your furniture is placed?

At other times the living room may mean a place for reading, sewing, doing homework, keeping house accounts. Is there place for the easy chairs, sofas, tables, desk, for doing these things? Room for armchair tables? Well located outlets for the right lighting without interminable and entangling electric cords? Have you ample shelf space for collections, if you're a family of hobbies? Built-in cabinets for albums or phonograph records?

The dining room is far less flexible and so less complicated to arrange, but it takes some doing. The big decision to make here is whether it will be an integral part of living room or kitchen, or a room of its own. Either way you won't want the dining room table any further from the range than need be and you must have china-linen-glass-silver storage areas handy. Be sure, too, that you leave adequate lanes for serving.

The kitchen has become a scientifically planned food preparation center, and so a delight to work in. Appliance manufacturers have engineered it to a state of wonderful exactness. Unless you have strong convictions about special features, the home owner cannot do better than to study the basic layouts they have evolved (see pages 16 and 17), designed to fit snugly into various shaped spaces. But you must decide where the laundry is to be done, and whether the basement will be handed over to the youngsters for entertaining, used as a workshop, or store room, or both. Where will you place your heating units?

When you get to the bedrooms, be sure you leave ample, unbroken wall areas for bed heads, dressers and dressing tables. Do have enough free floor space for a slipper chair or two. Readers-in-bed will make sure of the electric outlets so that reading lamps can be just right.

Have you left room in the bathroom for a generous clothes hamper? Will the medicine chest be big enough for accumulating adhesive rolls and cough syrups? Is the linen closet near at hand? Are there outlets for your electric razor, the electric heater and such?

Take great pains in all rooms to see that light switches are placed where they seem handiest to you. Be sure steps are brightly lit for safety. Finally garner every inch you can for storage. Closets and store rooms can make all the difference between comfort and crowding. Closets designed and equipped for the things they will store save lots of space.

In order that you may allow adequate space for various pieces of furniture, a page has been devoted to $\frac{1}{4}$ inch scale diagrams from which you can trace cutouts. Dimensions are average, but many variations in size do occur, so do not take these as final. Cut out the furniture diagrams from your tracings, making as many duplicates as you need. Then test the workings of your $\frac{1}{4}$ " scale plan by arranging the furniture cut-outs in the rooms. It is a good idea to fill out the check lists for each room first.

Typical furniture pieces ...

SCALE: $\frac{1}{4}" = 1'-0"$
L = LENGTH • D = DEPTH • H = HEIGHT

LIVING ROOM



L 2'-6"
D 3'-0"
H 3'-0"



L 2'-3"
D 2'-6"
H 3'-0"



L 2'-6"
D 2'-6"
H 3'-0"



SIDE
BRIDGE
OR DESK
L 1'-6"
D 1'-6"
H 2'-6"



SMALL
L 6'-0"
D 2'-6"
H 3'-0"

LARGE
L 7'-0"
D 3'-0"
H 3'-0"



SMALL
L 3'-6"
D 2'-0"
H 2'-3"

LARGE
L 4'-6"
D 2'-6"
H 3'-0"



L 4'-0" TO 6'-0"
D 2'-0" TO 3'-0"
H 2'-6"



L 2'-8" TO 3'-8"
D 1'-6" TO 2'-0"
H 6'-2" TO 7'-2"



L 2'-8" TO 3'-8"
D 1'-6" TO 2'-0"
H 3'-6"



L 4'-0" TO 5'-0"
D 1'-6"
H 6'-2" TO 7'-2"



L 2'-6" TO 2'-8"
D 1'-6" TO 1'-8"
H 2'-4" TO 3'-2"



L 3'-0" TO 3'-6"
D 1'-6" TO 2'-0"
H 5'-0" TO 7'-0"



L 2'-0"
D 1'-3"
H 2'-0"



L 1'-8"
D 1'-8"
H 2'-0"



L 2'-2" TO 3'-0"
D 1'-8" TO 2'-0"
H 1'-6"



L 2'-6" TO 3'-0"
D 2'-6" TO 3'-0"
H 2'-6"



GRAND PIANO
L 5'-6" TO 9'-0"
D 5'-0"
H 3'-4"



L 5'-0" D 2'-0" H 4'-3"

MINIATURE PIANO
L 4'-8"
D 1'-7"
H 3'-0"



DIAM. 2'-6" TO 3'-0"
H 1'-4" TO 1'-8"



DIAM. 2'-4" TO 3'-0"
H 2'-3" TO 2'-6"



DIAM. 2'-0"
H 2'-1" TO 2'-7"

DINING ROOM



L 1'-6"
D 1'-6"
H 2'-6"



L 2'-0"
D 2'-0"
H 2'-6"



L 2'-6" TO 3'-6"
D 1'-2" TO 1'-9"
H 2'-8" TO 3'-0"



L 4'-0" TO 6'-6"
D 1'-5" TO 2'-1"
H 3'-2"



L 2'-8" TO 4'-0"
D 1'-2" TO 1'-9"
H 5'-2" TO 6'-2"



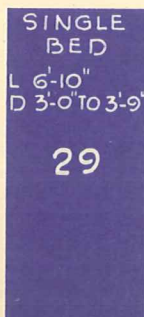
L 3'-0"
D 1'-6"
H 5'-8"



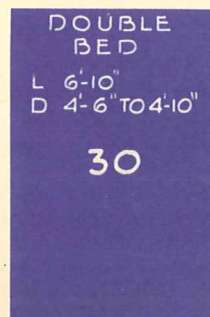
L 3'-6" TO 8'-0"
D 2'-6" TO 4'-0"
H 2'-6"

ROUND TABLES
2'-7" TO 5'-9" DIAM.

BEDROOM



L 6'-10"
D 3'-0" TO 3'-9"



L 6'-10"
D 4'-6" TO 4'-10"



L 1'-6"
D 1'-6"
H 2'-6"



L 2'-0" TO 2'-10"
D 2'-0" TO 3'-2"
H 2'-6"



L 3'-0" TO 4'-0"
D 1'-6" TO 2'-0"
H 2'-10" TO 3'-1"



L 2'-8" TO 3'-4"
D 1'-6" TO 1'-9"
H 3'-8" TO 4'-8"



L 1'-2" TO 2'-0"
D 1'-2" TO 2'-0"
H 2'-6"

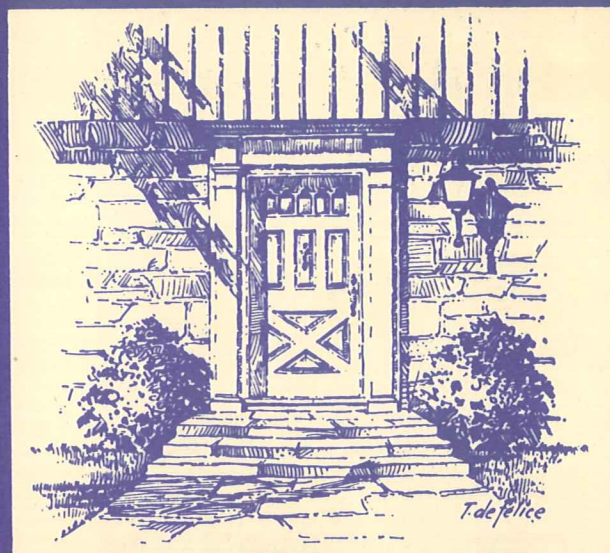


L 3'-0" TO 4'-0"
D 1'-6" TO 1'-10"
H 2'-6"



L 4'-0" TO 5'-6"
D 2'-0" TO 2'-6"
H 2'-6"

Entrances, hall or foyer . . .



The entrance hall of your home says, "Welcome". It gives the invaluable first impression. So don't let it be cramped, colorless, impersonal. Make it attractive as well as useful. The foyer affords privacy for the rooms beyond. It cuts off drafts. It usually has a closet where hats and coats, umbrellas and galoshes and such are kept. Even better, if your budget permits, there is a downstairs lavatory off it, with room for a dressing table and full length mirror.

The foyer takes hard wear, people coming in out of all weathers. Plan a floor which can take it. Also, have the entrance well heated.

The main trouble in making a successful entrance hall is that its walls must be broken by so many doors. Try to group these so that they are orderly. And save at least one length of wall for a chair or bench where anyone who must

wait can be seated. Reserve space for a small but terribly useful table, for door chimes, for telephone stand. And plan the lighting with care.

If it is humanly possible, devise the placing of your garage so it leads into your house, so you can get to the kitchen with packages without going outdoors.

At the same time, weigh the advantages of an outside exit to your basement.

The service entrance must be considered too, placed where it will be convenient for deliveries to be made but not so conspicuous that it will detract from the front entrance. At the side or the back is usually best. And near it you will need a neat concealed place for the recepticals for waste and garbage. Many an otherwise good looking house is unsightly because these things were not thought of.

✓ CHECK LIST

THE MAIN ENTRANCE WILL BE TO THE NORTH ☐ SOUTH ☐ EAST ☐ WEST ☐

It will be entered from front ☐ side ☐

It will open into a hall ☐ living room ☐ foyer ☐

There will be doors to the clothes closet ☐ living room ☐ dining room ☐ bed room ☐ study ☐
kitchen ☐ powder room ☐

Windows will be fixed ☐ casement ☐ double hung ☐ glass blocks ☐

Lighting will include, wall bracket ☐ ceiling fixture ☐ floor lamp ☐ table lamp ☐ light in closet ☐

Electrical outlets, base plugs ☐ door chimes ☐ switch for outdoor flood lights ☐ telephone ☐ and switches ☐

THE POWDER ROOM WILL BE ENTERED FROM THE hall ☐ separate hall ☐ or from.....

Windows will be fixed ☐ double hung ☐ casement ☐ glass blocks ☐

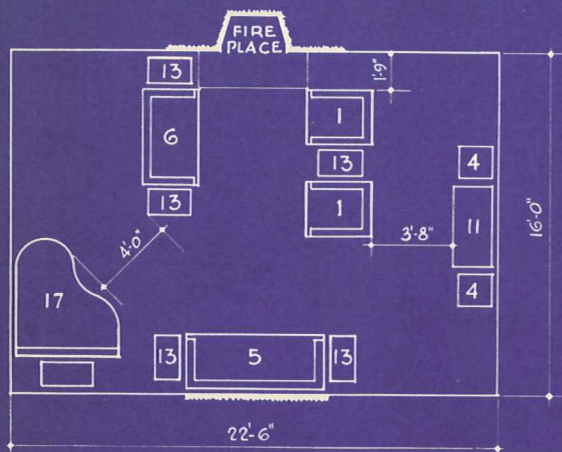
Lighting will be.....Ventilator ☐

THE GARAGE DOORS WILL BE upward acting ☐ swinging ☐ folding ☐ sliding ☐ automatic control ☐

The garage will include space for workshop ☐ and additional storage ☐

SPECIAL NOTES.....

The living room ...



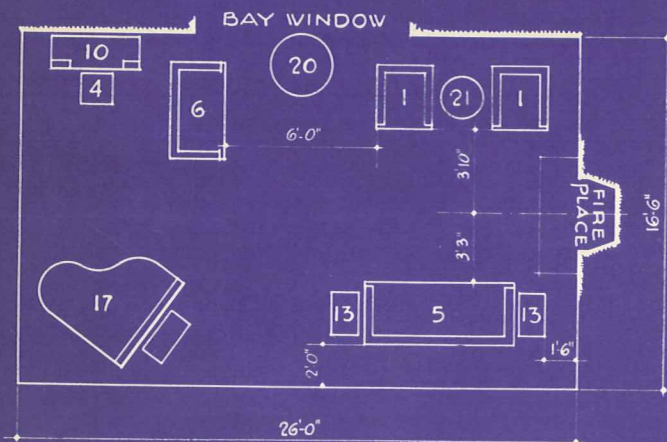
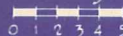
1. Primary furniture is grouped closely about the fireplace. Piano is parallel to wall to provide maximum space in living room.

This is the room where you will mostly live, the heart of your home. In it you, as a family, will work and play and entertain your friends. Don't copy Mrs. Charles' living room, even though you had a lovely time there. The Charles live for their music, have the main furniture group around the radio and piano. Your family delights, say, in games or outdoor living. Therefore an entirely different sort of room for living is going to suit you.

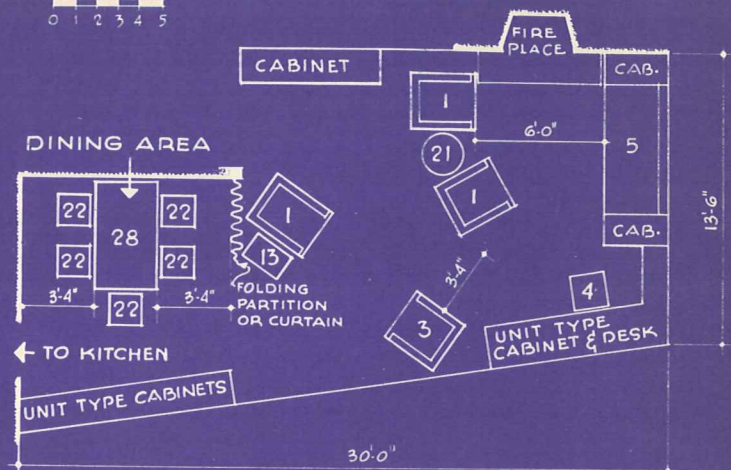
But there is one practically universal living room feature you're bound to want. That is the fireplace, the hearth. If possible have it on a window-less wall, since competition with sunlight vitiates the friendly brightness of the fire. Be sure to have it where furniture drawn up around it is out of main traffic lanes. Allow for a place to store firewood neatly. Remember that your fire will keep you warm as well as content so consider building a heat circulating unit into the fireplace and chimney.

In all parts of the room study your traffic problems as

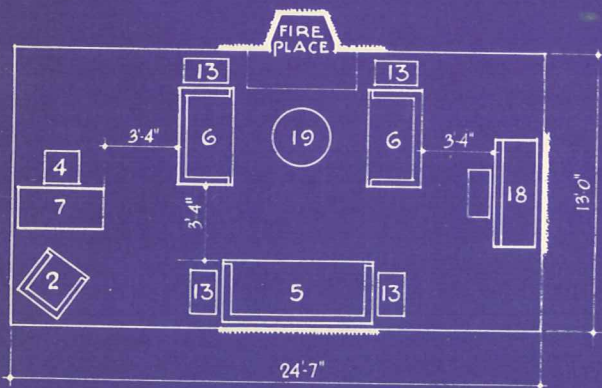
Scale of drawings in feet



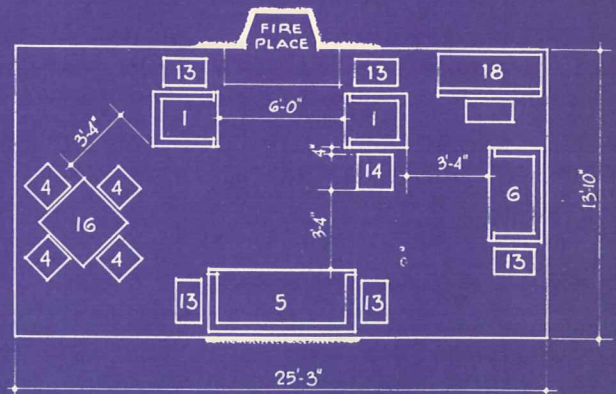
2. In all the suggested plans shown, bay or picture windows may be used as a focal point instead of the fireplace.



3. This plan using non-parallel walls combines living-dining activities and provides more than average storage space.



4. Writing or study group at left, music or game group at right, and center primary group, for conversation, tea, relaxation, etc.



5. Game-table group occupies almost the same floor area as a baby grand piano. Placement at an angle is intended for informal rooms.

rapidly as though you were a cop. There will be coming and going, of course, but if your living room degenerates into a passageway between front door and back, stairs and kitchen, terrace and dining room, it is a failure. One way to avoid this is to set doors which lead to other parts of the house as close to each other as practical, so that passers-through won't have to tour the whole room.

Plan the living room size and shape to accommodate what you will do in this space: games, reading, viewing television, listening, talking, sewing, etc. In each case make room for a group so you can sit down together. If a window-wall is desired, plan for easy accessibility to outdoor areas. Also provide storage room for special purpose tables, portfolios, games and the rest.

This sounds as though the living room were going to have to be enormous, but furniture groupings can be used for more than one purpose. Under-scaled rather than over-scaled pieces of furniture will help to consolidate space.

Orderly arrangement is the real key to getting a lot of living from every square foot. It can be arrived at only by the most careful planning, the most searching discussion.

Whether your room be small or large, it should look right, serene. This is achieved in part by having good proportions of length to width to height. Here your trained expert will know the answers. But to help you in rough planning, a room whose width is to its length as 3 to 4, or 4 to 5, is in good proportion and your expert will work out the proper ceiling height.

On page 10 are scale plans of furniture you may want to have. The outline drawings are for you to trace and cut out and arrange on your plan, so that you can experiment with placement. They are scaled $\frac{1}{4}$ inch to the foot and represent standard, though not invariable furniture sizes. Windows and doors do not appear on the plans shown, but heavy lines indicate best positions for unbroken walls in relation to furniture groupings.

✓ CHECK LIST

Mark ? for further consideration.
Mark ✓ if O.K. for plans.

- The general exposure of the living room will be SOUTH ☐ EAST ☐ NORTH ☐ WEST ☐
- The principal view will be towards the garden ☐ street ☐
- Entrances to room from hall ☐ kitchen ☐ study ☐ terrace ☐ porch ☐
- Windows: casement ☐ double hung ☐ fixed ☐ sliding ☐ picture windows ☐ french doors ☐
- glass block ☐
- Lighting: wall brackets ☐ floor lamps ☐ table lamps ☐ cove lighting ☐ spot lights ☐
- Adequate electrical outlets: radio ☐ lamps ☐ clock ☐ telephone ☐ Servants' call bell ☐
- The fireplace of stone ☐ brick ☐ other.....equipped with ash dump ☐ log hoist ☐
- circulating unit ☐ spark screen ☐ fuel bin ☐ mantel ☐
- Unit type furniture will include book shelves ☐ bookcases ☐ storage cabinets ☐ window seats ☐
- Adequate space in the living room for chairs: (number of).....occasional ☐ club ☐ wing ☐
- straight chairs ☐ sofa ☐ love seats ☐ desk ☐ secretary ☐ bookcases ☐ end and coffee tables ☐
- Space will also be required for a grand ☐ or upright piano ☐ television set ☐ radio ☐
- other musical instruments.....
- Movie projector and screen ☐ (See also "Closets" page 19)

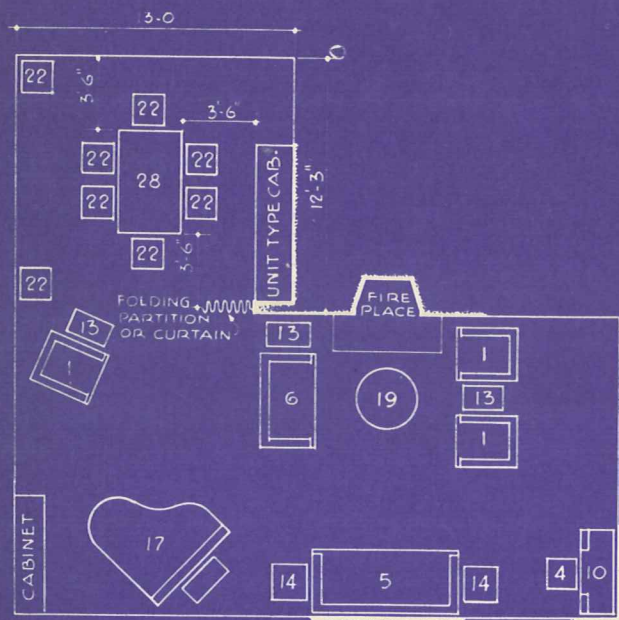
Dining room or area . . .

Will your dining room be a part of your living room, or separate? If it's part of the living room, an "L" plan will work well, the dining area curtained or divided off by sliding partitions or folding screens. This way, table setting or clearing may be shut off, or the area made part of the living room between meals.

Wherever you do eat you will want: (a) adequate lanes for serving, (b) minimum distance between range and table, with serving surfaces between, (c) good, close-at-hand storage space for linens, silver, glass and china.

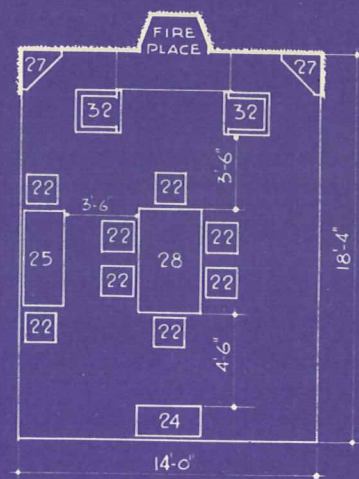
Several dining room arrangements are shown in the sketches. Here serving lanes are of minimum width. Make them wider if you can.

In your family conclaves, ask yourself whether the dining room will be used for more things than just meals. Will you play games on this table? Will the children study their lessons here? Watch your planning and lighting with the answers to these questions in mind. Make sure, too, that you've plenty of electric outlets for toaster, coffee maker and any other appliances you may be getting. Place



1. This is another example of the combined living-dining room. Unit type cabinet is used for serving and storage—conventional pieces could be substituted.

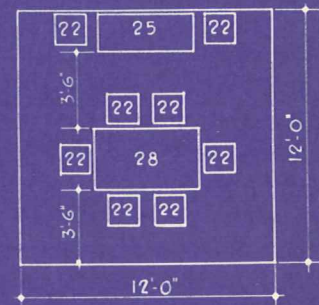
Scale of drawings in feet
0 1 2 3 4 5



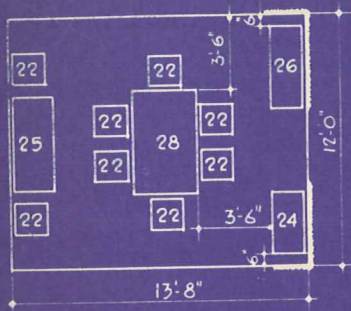
2. Dining rooms with fireplaces have to be larger than minimum for the comfort of those seated at the table. This is a typical formal suite arrangement suitable only for a large house.

these convenient to counter, serving table or sideboard where there is room to operate them efficiently. Incidentally, you must think ahead about furniture like buffets, cabinets and the like, and allow wall space enough so that they will fit. If space is limited, unit-type cabinets, which utilize every inch, are worth considering.

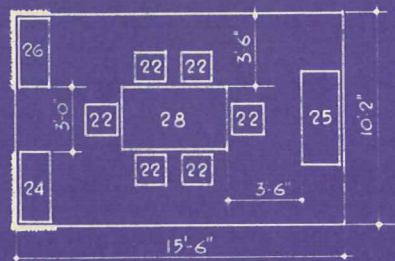
Consider having a "pass cabinet" opening from kitchen or pantry into the dining area through which dishes and trays can be passed. Under the "pass cabinet" can be a counter to serve as breakfast or snack bar, saving no end of work. Work saving and step saving features are mighty important and now is the time to put them in your plans.



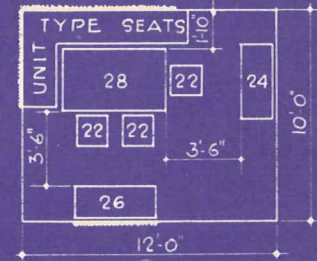
3. Minimum dining room is shown here. A space of two feet is required on one side for the buffet. Three feet additional length is necessary if an extension table is used.



4. The kitchen would be to the right end of this plan. Furniture is located on two walls only making it possible to use this scheme in a living-dining room layout.



5. A long narrow dining room results when wall pieces are at the ends, and an end entrance from the kitchen is needed, with wider doors from living room.



6. Spaces smaller than the usual minimum can be utilized if unit type seats are included, but seating and table-service comfort are sacrificed to some extent.



CHECK LIST

- The general exposure will be NORTH ☐ SOUTH ☐ EAST ☐ WEST ☐
- Doors open into it from hall ☐ living room ☐ kitchen ☐ pantry ☐ terrace ☐ breakfast room ☐
- Dining room will be separate ☐ combined with ☐
- Separation by folding partitions ☐ drapery ☐ screens ☐ doors ☐
- It will serve ☐ people. Size of table ☐ rectangular ☐ round ☐
- Unit type furniture, china cabinets ☐ food or beverage bar ☐ benches ☐
- Space for ☐ chairs, china closet ☐ table ☐ server ☐ buffet ☐ tea wagon ☐
- Windows: casement ☐ double hung ☐ fixed ☐ sliding ☐ french doors ☐ glass block ☐
- Lighting: cove ☐ drop fixture ☐ wall brackets ☐ Electrical outlets for perculator ☐ grill ☐
- toaster ☐ illuminated table piece ☐ radio ☐ telephone ☐ Call bell or table chime ☐

Mark ? for further consideration.
Mark ✓ if O.K. for plans.

The kitchen . . .

The lady of the house may well spend more time in her kitchen than any place else, so she will want it not only efficient, but also charming.

You can have a kitchen as compact and ship-shape as the galley of a yacht if you want but the trend is toward more spacious kitchens rather than smaller, but with space that is useful as well as pleasant. An informal dining corner or snack-bar is not only convenient and time-saving but can be made colorful and gay. It would be useful too as a meal-planning "kitchen office" and a place for relaxing or reading while keeping an eye or ear on the pressure cooker. Here you can keep your cookbooks, recipe cards, records and perhaps a radio.

One end of the kitchen can be divided off with a folding gate to make an easily watched play-area for the little tots. By careful planning the laundry with its labor saving machines can be combined with the kitchen in such a way that one function will not interfere with the other.

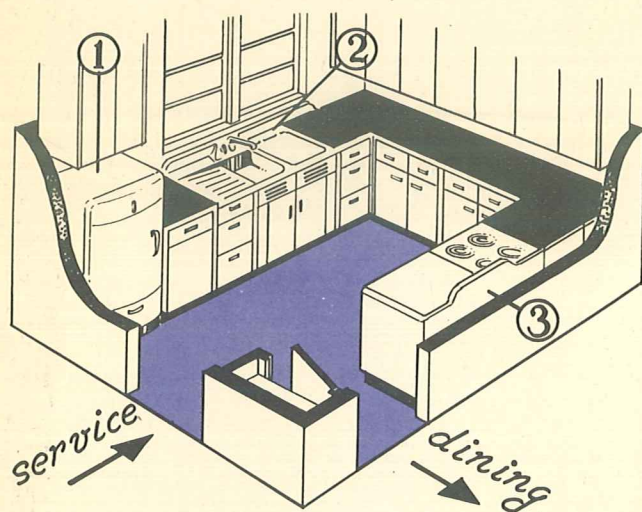
There are so many different ways of developing your

kitchen into an efficient, attractive, interesting multi-purpose room that they can only be suggested here. But there are a few principles for planning the food-preparation part of the kitchen that will save untold steps and time.

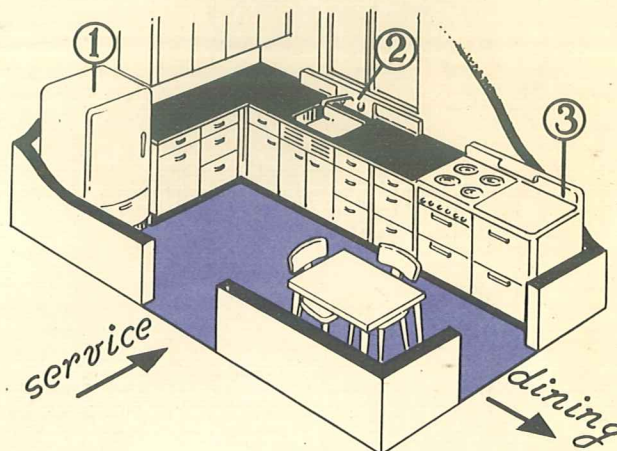
For efficiency, it has been discovered that the best way to plan is by "use-areas." There are three: (1) for food storage, (2) for food preparation and clean-up and (3) for cooking and serving. Start at the service entrance, through which food enters your house and put (1) nearest to it. Thus the hamburgers and eggs will go directly into the refrigerator, vegetables into bins, staples into cabinets. Next comes (2), of which the focal center is the sink with drain boards, counters, cabinets and drawers for utensils. The last, (3), is furthest from the back door and nearest to the serving counter or pantry or dining room.

Each of the three stages of meal making requires its own equipment, which will be grouped where it's needed. For instance, your spice assortment close by or over the stove, your vegetable brushes at the sink. You will be glad to have counters in all areas, a place to put your packages down by the door while you take off your hat, a place to put the eggs and bacon while you fish the toast out of the toaster.

Much equipment goes in cabinets and drawers under and over the counters. Plan their placement with a woman's height and arm-reach in mind. See, too, that you allow



An efficient plan having three adjoining walls; refrigerator (1) and cabinets for staples are near the back door. On the next wall are sink and counters (2) for cleaning and preparing the food for cooking. The third working wall takes the range (3) and serving space.



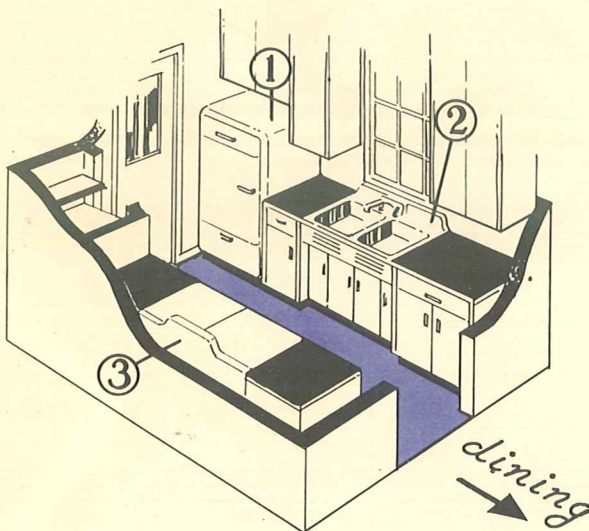
A kitchen plan for a space where there are only two adjoining walls free for equipment. The sequence of operations is still the same: Store, Prepare, Cook, Serve, Clean Up, Put Away. Breakfast table may be installed on one of the two remaining walls.

plenty of clearance for working comfortably between counter top and cabinet bottom.

Have permanent, long wearing counter tops installed at the time you build your kitchen, with one where cutting with a sharp knife will not leave irreparable scratches. A big window not only lets in plenty of light, but also makes the kitchen cheerful. Here you may grow herbs, as well. Many a family is finding that the cost of a picture window is well justified in the kitchen. Lighting and electrical outlets must be planned thoughtfully to insure efficiency. Plan, too, for ventilating devices that will not only keep the kitchen cooler but will keep odors from straying through the house.

There are three typical successful kitchen plans shown here. Each is step saving, logical in arrangement. No one is better than the others. Choose according to the space you have and your own preference, deciding by imagining yourself getting a meal in any one of the three and so discovering which works best for you.

Before final plans of the kitchen can be made you will have to make your selections of equipment to be sure that they will all fit together along the walls. The manufacturers catalogs deserve your careful study for sizes, styles, and ideas or suggestions for efficient arrangement before you make up your mind.



This kitchen has work areas on the facing walls, but as always, the three main steps of meal getting progress from back door to dining room door. This plan is compact and convenient, but does not allow for a breakfast table or other furniture, such as a work desk.

✓ CHECK LIST

Mark ? for further consideration. Mark ✓ if O.K. for plans.

KITCHEN ON THE NORTH ☐ SOUTH ☐
EAST ☐ WEST ☐ side of the house

DOORS INTO IT FROM the service entrance ☐ garage ☐
back stairs ☐ basement ☐ dining room ☐
hall ☐ living room ☐ maid's room ☐
pantry ☐ laundry ☐

WINDOWS: casement ☐ double hung ☐ fixed ☐
sliding ☐ glass block ☐

ELECTRICAL LIGHTING OUTLETS FOR:

ceiling fixture ☐ lights under wall cabinets ☐
over sink ☐ over range ☐
other work centers.....

..... automatic cupboard lights ☐

ELECTRICAL OUTLETS FOR range ☐ refrigerator ☐
freezer ☐ toaster ☐ mixers and extractors ☐
coffee maker ☐ waffle iron ☐ plate warmer ☐
washing machine ☐ mangle or ironer ☐ iron ☐
telephone ☐ clock ☐ radio ☐
entrance call signals ☐ pilot switch to basement ☐
other equipment.....

KITCHEN UNITS WILL INCLUDE:

sink: double ☐ single ☐
combined sink and laundry tray ☐ cupboards ☐
cabinets ☐ drop table ☐ ironing board ☐
cleaning equipment closet ☐ storage ☐

MECHANICAL AND ELECTRICAL EQUIPMENT

dishwasher ☐ garbage disposer ☐
range: electric ☐ gas ☐ coal ☐ oil ☐
water heater: electric ☐ gas ☐ coal ☐ oil ☐
ventilators ☐ refrigerator: gas ☐ electric ☐
food freezer ☐ incinerator ☐

The laundry . . .

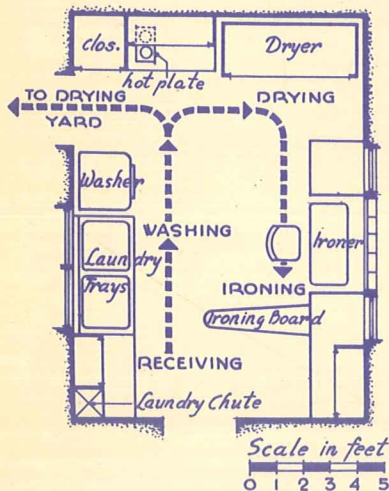
The amount of laundry equipment you can fit into a kitchen may prove inadequate and the collisions between washing and cooking on laundry day would be inconvenient. Also the resale value of your house probably will be greater if you have a separate laundry. So include it in your plans from the first if you can. It can also be the sewing room where clothes are mended before they're ironed.

Today's best laundries have four main pieces of equipment: The washing machine, the clothes dryer, the ironer or mangle and the ironing board. Add to these a hamper into which the soiled linen chute empties, a sorting table or counter, cabinets for supplies, a hot plate for boiling linens and making starch, and you can see that you'll need plenty of room, neatly planned.

Where laundry planning calls for clearest thinking is in its wiring. In the first place, it must obviously be flooded with revealing but not glaring light. What is more, localized lights should make it possible to examine clothes with an eagle eye at all stages. It is almost axiomatic that the laundry walls be light in tone to reflect light well.

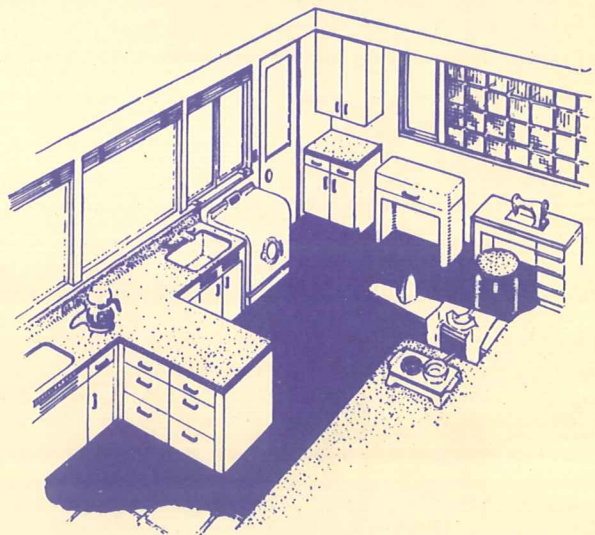
Equipment should be arranged in sequence, as kitchen equipment is. First hamper, work table for sorting (and possibly bins for temporary storage), also supply cabinets. Next, laundry trays and washing machine. The dryer and ironer may be on either the adjoining or the opposite wall. Leave room nearby for a clothes basket for the finished products.

The layout plan and perspective indicate proper spacing of equipment to give you enough elbow room. Don't crowd more equipment into an equal space. The plan drawing shows arrows to indicate travel. By this arrangement you may dry clothes indoors with a gas or electric unit, or outdoors, weather permitting.



Where a separate room is provided, the laundry at left would be ideal. The dotted line indicates the course of travel while doing the laundry work.

The combined kitchen-laundry-sewing room at right shows a possible multi-purpose arrangement. The laundry end could be closed off with a gate and used as a play area.



✓ CHECK LIST

THE LAUNDRY WILL BE LOCATED ON the first floor ☐ basement ☐

It will serve a dual purpose as sewing room ☐ children's play room ☐ game room ☐

WINDOWS: casement ☐ double hung ☐ fixed ☐ sliding ☐ glass block ☐

LIGHTING: ceiling fixture ☐ strip lighting ☐ wall brackets ☐

ELECTRICAL OUTLETS FOR: electric clock ☐ floor and table lamps ☐ hot plate ☐ iron ☐ ironer ☐ dryer ☐
food freezer ☐ ventilator ☐

EQUIPMENT WILL INCLUDE: sink ☐ laundry tubs ☐ ironer ☐ washing machine ☐ dryer ☐ gas ☐ electric ☐
hot plate ☐ gas ☐ electric ☐ ventilator ☐

BUILT-IN UNITS WILL INCLUDE: cabinets ☐ supply shelves ☐ drying racks ☐ clothes chute ☐

hamper for storing and sorting clothes ☐ ironing board ☐ work tops for sorting and sprinkling ☐

Closets . . .

Closet strategy has become as scientifically perfect as kitchen strategy, and wonderful equipment is available to heighten its effectiveness: racks, bars, sliding trays, etc. Still the gear of any one family is complicated and bulky, so do a lot of figuring before you write O. K. on your closet plans.

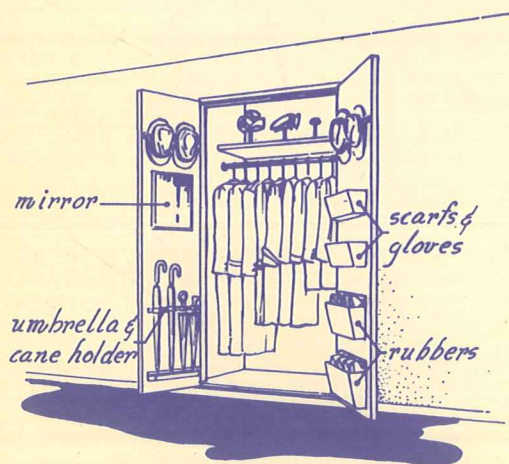
The standard depth for a closet is 2 feet. Three feet of width is a minimum allowance for one person's clothes. It is scanty, when you take into account summer moth bags, winter furs and the undesirability of sandwiching well-pressed woolens in too close. In any case, add 25 per cent to any space allowance you think right, as a margin of safety. You'll be glad for it.

To get the most from every inch of storage space, have your closet doors the full width of the closet. If they slide,

they won't eat up space in your rooms. Light the interior so that floor and shelves and hanging sections are bright. Paint or paper in a light color. Be sure walls are well finished, floors meticulously laid. Moths thrive in cracks. Full-length mirrors may be installed to advantage on the inside of hinged closet doors, since being able to move a mirror gives greatest visibility.

Pull-out bins or trays add immeasurably to the ease of keeping the linen closet orderly. They are grand, too, for storing off-season hats, sport shoes and the like. Install clothes rods for children's closets low enough so the young can reach them. A well-arranged closet may develop orderly habits in a child. Anyway it's worth trying.

It is not enough to merely supply closet space, the space must be planned to take each and every item you can think of, must be divided and supplied with the necessary rods, shelves, bins, drawers, holders and compartments, etc., fitted to use all the space to its maximum—literally a place for everything, predetermined.



◀ This hall closet uses numerous fixtures to get the maximum storage capacity. Such fixtures always help to keep the closet neat and orderly.

This closet has been shown with one set of doors removed in order to illustrate how the space has been divided. Sliding or hinged doors may be used. ▶



CHECK LIST

(See also check lists of other rooms)

SPECIAL STORAGE (where possible, give amount of space required):

- Screens and storm sash and doors stored where?.....
- Awnings stored in.....
- Trunks and cases: number.....stored in.....
- Sewing machine stored in.....
- Outdoor drying equipment stored in.....
- Porch and terrace furniture stored in.....
- Sleds, toboggans, canoes stored in.....
- Bicycles, velocipedes, scooters stored in.....
- Baby carriage, perambulator, etc. stored in.....
- Garden tools stored in.....

Surplus goods (unused furniture, books, etc.) stored in.....

Special goods (guns, tents, sails, etc.) stored in.....

Game equipment: card tables stored in.....

folding chairs stored in.....

other bulky units stored in.....

Toy closets (list large toys requiring special storage space, and where stored).....

Beverages stored in.....

Food freezer and storage in.....

Bedrooms . . .

There's an oft' forgotten element to take into account when you get to figuring out your bedrooms—the element of noise. Are trucks going to pound down your street in the witching hour? Are growing youngsters going to joggle in jive in the living room while you toss upstairs? Then study the room placing, arrangement and materials.

The master bedroom should be as quiet as may be and yet, paradoxically, should command quick entry to the nursery. If your family is growing, your children entertaining friends, you may be glad if you allow enough space so your room can be a bed-sitting room on occasion. This means a good-sized room. Beds are big. Add to their own length and width, space so you can get to both sides of them when you make them up. It saves a deal of trouble. Allow for bedside tables or units big enough for individual lamps, clocks, books and general impedimenta.

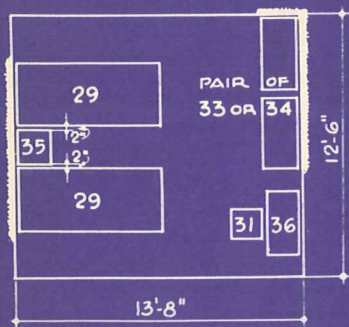
Leave nothing to chance when you plan bedroom wall space. Know to the inch the width of the beds you mean to use and leave ample wall space for them. Don't have windows so close as to keep you in icy drafts all winter long, or windows at the foot which will bathe you in the full blaze of the rising sun. On the other hand, do try to contrive cross ventilation for steaming nights, and general brightness for days you spend in bed getting over gripe.

Traffic lanes should be calculated as accurately in the bedroom as in the dining room. You will want free, unblocked access to your closet. If your dressing table cannot be incorporated in your bathroom, it belongs near your closet.

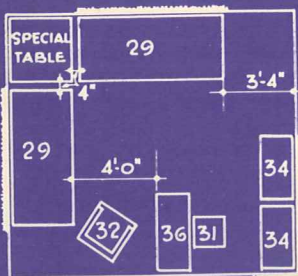
Increasingly parents are planning children's rooms which grow with the children. From a nursery the room becomes a study, then living room of one's own. It is wonderful for your children to be able to have overnight guests, and where room is at a premium, this is feasible with double-decker beds.

In using the check list with your sketch plans, identify each bedroom first by a letter. Then study each room. Finish checking each room before going on to the next.

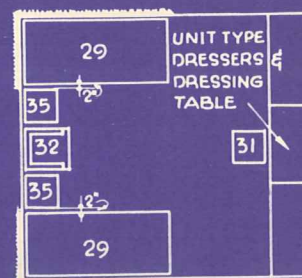
Scale of drawings in feet



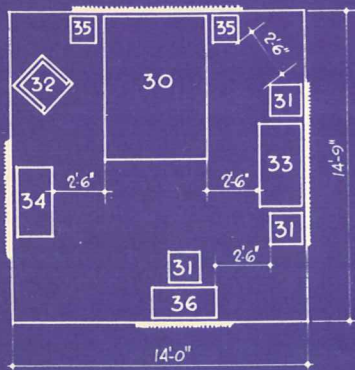
This bedroom has furniture on two walls leaving the other walls free for closets and doors or windows.



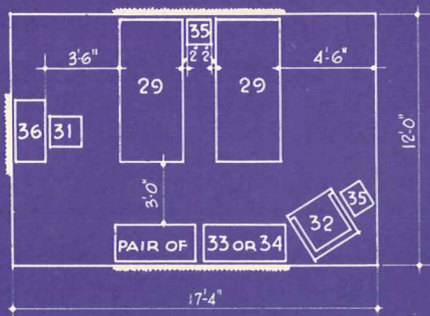
An informal arrangement like this would be suitable for a children's room or study-bedroom.



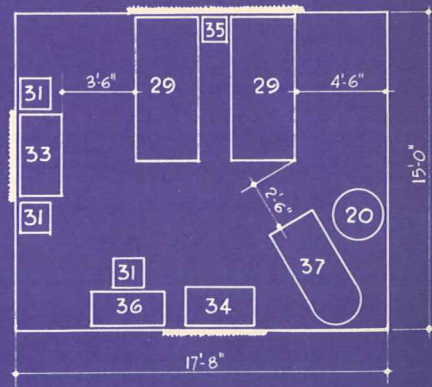
The dressers and dressing table may be beneath windows. Entrance and closet doors opposite each other.



A very nearly square room often permits greater freedom of movement and more convenient arrangement.



With the chair at left of unit cabinets the entire right end of the room could be lined with wardrobe closets.



This bedroom is large enough to permit additional pieces of furniture, including a chaise longue. Numbers refer to furniture chart.

Bedroom check list

Mark ? for further consideration. Mark ✓ if O.K. for plans.

		DESIGNATE ON PLAN
TO BE OCCUPIED BY		A.....
		B.....
		C.....
		D.....
		E.....
		F.....

	A	B	C	D	E	F
EXPOSURE:						
North.....						
South.....						
East.....						
West.....						

DOORS FROM:					
Hall.....					
Private bath.....					
Other bathroom.....					
Shared bath.....					
Sleeping porch.....					

WINDOWS:					
Casement.....					
Double hung.....					
Cross ventilation.....					

TYPE AND ARRANGEMENT					
OF LIGHTING:					
Ceiling light.....					
Floor lamps.....					
Table lamps.....					
Wall brackets.....					

[illegible]

BUILT-IN:							
Bed.....							
Bunk.....							
Clothes closet.....							
Double-deck bunks.....							
Dresser.....							
Folding bed.....							
Mirror.....							
Shoe racks.....							
Vanity.....							
Wardrobe.....							

FURNITURE PROVISIONS:

[illegible]

Dressing Rooms

DOOR FROM:

Bedroom.....							
Bath.....							
Hall.....							

WINDOWS:							
Casement.....							
Double hung.....							

LIGHTING:					
Ceiling light.....					
Closet light.....					
Lamps.....					
Wall brackets.....					

BUILT-IN:					
Closets.....					
Dresser.....					
Vanity.....					
Wardrobe.....					
Mirror.....					

DUAL USE AS:					
Boudoir.....					
Sewing room.....					
Storage room.....					
Study.....					

[illegible]

Plumbing and sanitation . . .

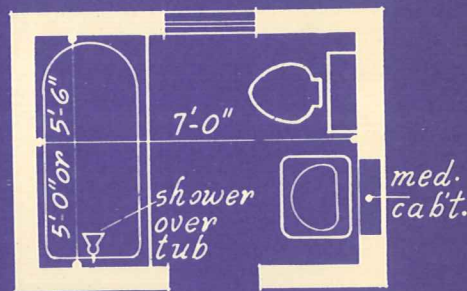
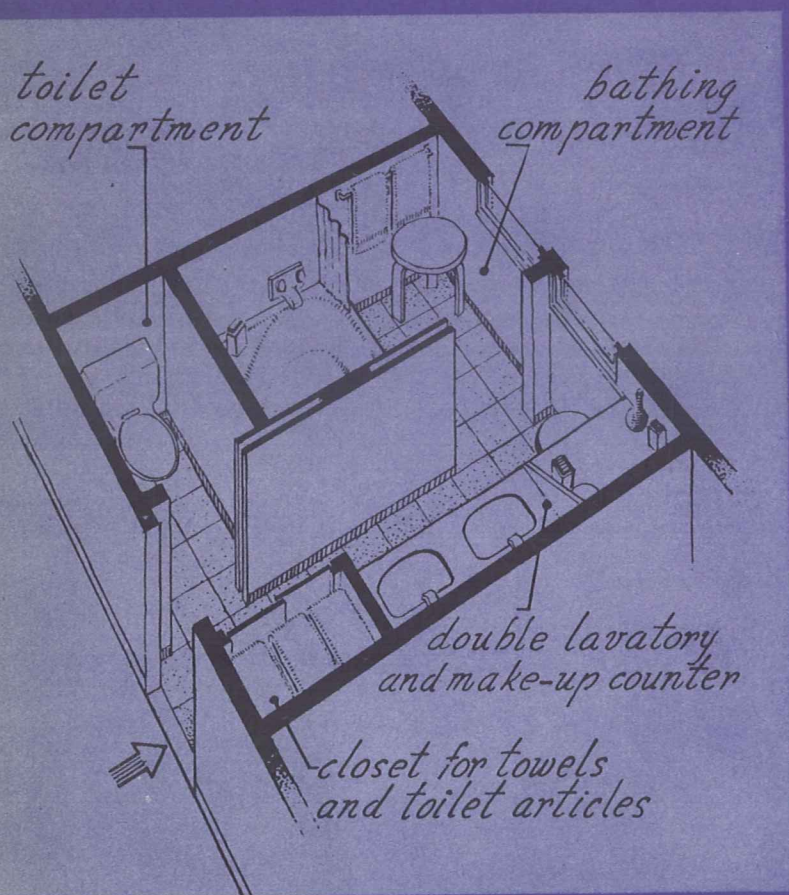
Even for a small family, two bathrooms are mighty convenient and more are better. By placing baths side by side, or directly under one another, they can be made to cost less than if they are far flung, since this way the same piping will supply and drain both sets of fixtures. You can even, by thrifty figuring, get two bathrooms out of one, as the sketch below shows. Only cost is for a partition and one extra fixture, whereas the usefulness of the area is almost doubled.

A big bathroom is a delight, but actually a small one can

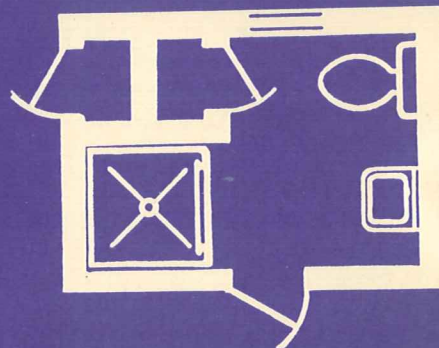
be nearly as serviceable. Don't let it get smaller than 7 feet by 5½, and 10 by 5½ is much more comfortable. One justification for enlarging your own bathroom is so that you can install cupboards, shelves and dressing table, reducing crowding in bedroom and closets.

Be sure your bathrom is as nearly waterproof as possible. Even if you don't let the tub splash over, condensation will dampen walls and floor. Special wall and floor surfaces, manufactured for the purpose, are not only efficient, but many of them are truly beautiful. Any upped original cost for installing them will be amortized by the repairs they will save you.

If economy has to be practiced, be sure that it does not affect the selection of your pipes. Here the very best is the only possible quality to select. Local water conditions govern the selection of the kind of pipe that will last longest where you are going to build. A plumber is a very



Where a tub is to be used, this bathroom is the absolute minimum. Note that none of the fixtures has been located under the window.



If a shower is to be used, the minimum width may be four feet six inches. Any bathroom smaller than this will be inadequate.

expensive guest. A water conditioner where water needs treatment, will help to preserve your pipes, to say nothing of your skin and your disposition.

Bathroom planning is mechanically simple, since fixtures are generally standard sizes. Look out for windows over bath tubs, drafty for the bather and hard to open and close. Provide more medicine cabinet space than you think you'll ever need and you'll be the envy of your friends. Additional shallow shelves over the tub are good for soap, bath cosmetics, brushes and such. A woman will be glad of a drying rack for stockings and undies.

Many men like showers. The tub-shower combination is always useful. If possible fit in both a separate shower stall and a tub. In the country or suburban house, a downstairs shower stall is grand, gardeners, golfers and small fry will use it avidly and wear and tear on the house will be reduced all along the line. If you must pump your own

water, pick a shower head which throws a good but concentrated spray as this kind uses water remarkably sparingly, but supplies a fine bath.

You can go as far as you like, or can afford, in making your bathroom a complete and up-to-date contributor to health, beauty and a sense of well being. There are numerous worthwhile accessories. Bathroom scales will help keep track of your avoirdupois and the children's growth. An electric radiant heater will be welcome in brisk fall days before general heating is on. A dental lavatory will save congestion and fuss. You can build in or provide space for a sun lamp too.

Don't forget you will need an adequate water supply outside the house as well as in, so locate "hose-bibs" (at least two) for your garden hose and select water pipes of a proper size. And a faucet in the garage, and a floor drain there too for car washing in winter.



CHECK LIST

Mark ? for further consideration.
Mark ✓ if O.K. for plans.

DESIGNATE ON PLAN		A	B	C	D	E	F
TO BE USED BY	A.....						
	B.....						
	C.....						
	D.....						
	E.....						
	F.....						
ENTRANCE FROM:							
Bedroom.....							
Dressing room.....							
Hall.....							
Two bedrooms.....							
BUILT IN:							
Clothes chute.....							
Clothes hamper.....							
Drying rack.....							
Linen closet.....							
Medicine cabinet.....							
Towel closet.....							
FIXTURES:							
Bathroom scales.....							
Bathtub.....							
Cabinet.....							
Dental lavatory.....							

FIXTURES: (continued)

	A	B	C	D	E	F
Lavatory: Corner.....						
Pedestal.....						
Wall.....						
Mirrors.....						
Separate shower.....						
Shower over tub.....						
Water closet in bathroom.....						
In separate compartment.....						
LIGHTING:						
Ceiling.....						
Medicine cabinet.....						
Strip lighting.....						
Shower stall light.....						
Wall brackets.....						
ELECTRICAL OUTLETS:						
Glow heater.....						
Hair dryer.....						
Razor.....						
Sun lamp.....						
Ventilator.....						
Vibrator.....						
WINDOWS:						
Casement.....						
Double hung.....						
Glass block.....						
Sliding.....						

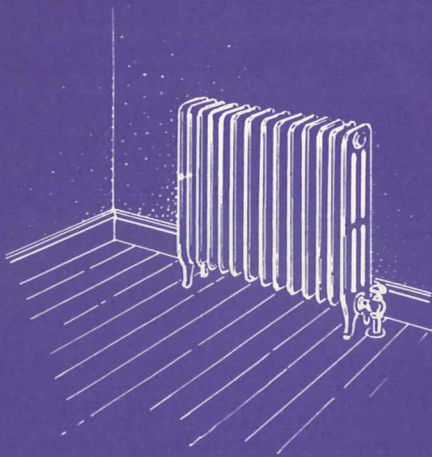
Heating and air-conditioning . . .

Your heating system should give you the heat you want, efficiently, dependably, economically, and as automatically as possible. It ought to be up to the worst winter weather. Aid and abet it by insulating your house well, and by getting as much supplemental warmth as you can from the sun through double-glazed windows.

The three best-known ways of heating your house are by hot water, steam or warm air. No one is best for every home, but one may be the best for your locality and your type of house. Each one of the three systems mentioned can be either a gravity or forced circulation system. The

latter steps up the efficiency of heating systems. Circulation is forced, where hot water is the heating medium, by a circulating water pump; for warm air it is a fan arrangement, and with steam, vacuum valves do the trick. One of the main reasons why forced circulation is desirable is because it gives results so quickly when automatic controls switch on the heat. Besides this the units in your room, like radiators, convectors and ducts, can be smaller with a forced circulation system. Result, more clear wall space for furniture and a better looking room all around. The drawing below show various ways of heating your rooms.

Heating systems have been improved beyond belief in recent years and one of the greatest steps forward is in the manufacture of heating controls. The most ingenious of these are automatic, will supply you with the temperature you need for as long as you like, will switch on or off at the hour and temperature you select. What this means on



Radiators are one of the commonest means of transferring heat from the boiler to the air of the room. Water or steam flows through the radiator and heat is given off by convection and radiation in the room. It is always well therefore to leave enough space around the radiator to permit air to circulate freely. A heat reflecting surface behind the radiator adds to its efficiency.



Convectors, usually thinner than radiators, may be installed in the wall, leaving only an opening at the top and bottom for the circulation of air.



The grill opening shown above might be the room supply or exhaust for a warm-air system or an air-conditioning system. Grills can also be located in the floor.

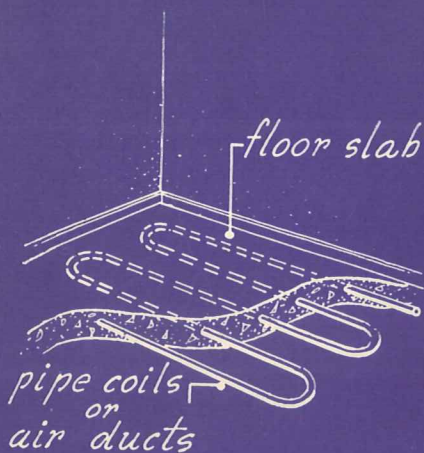
a snowy morning, only an old-time commuter can realize.

Hand in hand with heating goes its obverse, air conditioning. But with a simple forced air heating system, you may be able to achieve partial cooling, for this equipment is capable of circulating cooler basement or night air through your rooms. Individual room air conditioners serve special purposes, such as making one or two rooms comfortable. An attic fan properly installed is a good cooler too. Complete year round air conditioning does more,—technically it takes moisture out of the air, as well as cooling it in summer, puts moisture in and warms it in winter, filters the air the year round. Whatever system you use to achieve heating and cooling, it will work the better for a sound insulation job throughout your house.

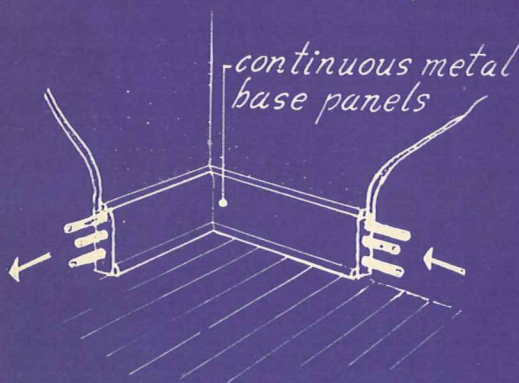
Study the literature of the manufacturers in this catalog to get an insight into modern equipment and how it works. Find out about the availability of fuel and service in your

neighborhood. Then go ahead with the best quality units which you can afford, and insure their efficiency by providing insulation, weather stripping and double window glazing.

Heating and air conditioning are highly technical subjects and the layout of the system should be left in the hands of a reliable expert who is familiar with all the engineering data, one who has had experience in the field and can properly design the kind of system best suited to your particular plan and type of house. Tell him what you want, he'll do the rest.



Panel heating uses pipe coils or air ducts running through the ceiling, floor, or wall in order to provide radiant heat in the rooms. Any of the three heating mediums, air, steam or water may be used.



This new radiant heating unit appears to be a continuous baseboard, and isn't much larger, but its long coils act as a radiator. Steam or hot water is used.

✓ CHECK LIST

THE HEATING PLANT will be located in the
basement ☐ on the ground floor ☐

IT WILL BE hot water ☐ steam ☐

jet warm air ☐ vapor ☐ warm air ☐

panel heating ☐ gravity ☐ forced circulation ☐

FUEL: coal ☐ anthracite ☐ bituminous ☐
gas ☐ oil ☐ electricity ☐

IF SOLID FUEL

provide automatic firing equipment ☐

PROVISION FOR

automatic control equipment ☐

ELECTRICAL OUTLETS for all equipment ☐

COMPLETE AIR CONDITIONING is desired ☐

it will operate on gas ☐

electricity ☐ oil ☐

air filtering ☐ cooling ☐

humidifier ☐ dehumidifier ☐

FUEL STORAGE: coal ☐ gas ☐ oil ☐ wood ☐

AN ATTIC FAN will be installed ☐

UNIT COOLERS for.....rooms in summer

SPECIAL NOTES.....

Electricity and lighting . . .

The number and placement of electrical outlets is of the greatest importance. You will want a number of lamps and you will not want to live in a tangle of long electrical cords. Better to have too many convenience outlets than too few, you may want to change your furniture arrangements someday. If you are in doubt as to how you will arrange your furniture, put enough outlets on *all* walls so you can make shifts without sliding out of range of outlets, sources of light.

Lighting itself has become an exact science in recent years, the emphasis not on increasing light intensity willy-nilly, but on achieving just the right amount and kind for each and every task or purpose. The elimination of trying glare has been studied as intensively as the amount of light sufficient to make the finest work no strain on your eyes.

Causes of eye strain (which in turn leads to fatigue and all sorts of physical disorders) seem to be: insufficient light, glare, unduly sharp brightness contrasts. A spottily lighted room may be exciting to look at, but definitely dangerous for the eyes. Bright, individual lights should be no more than ten times as bright as the general, over-all room light. In other words, don't settle down under one reading lamp, at night, with the rest of the room in darkness. Supplement your local lighting with general illumination.

Used in combination or separately, there are three kinds of lighting to be considered:

Direct. This is concentrated illumination for reading, writing or delicate, exacting work, directed where you want it, usually from your shaded lamps. See that it supplies ample intensity for the job in hand without glare.

Indirect, as the name implies, involves light thrown onto a large area, generally the ceiling, and reflected back from

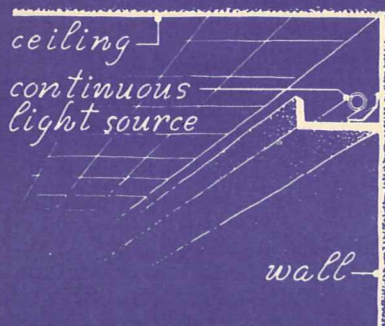
it, to spread diffused light throughout. It is provided by special fixtures, coves or reflectors.

Semi-Indirect. Light is directed both upward and down, so that some is direct, some reflected.

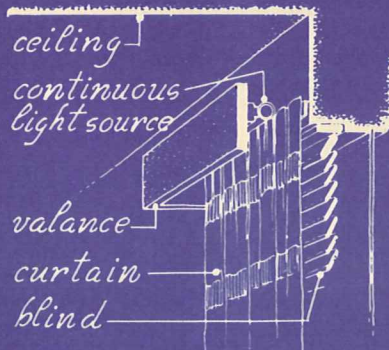
In addition to any scientific knowledge which you can bring to bear in planning the lighting of your home, the main tool which you have is good common sense. It will tell you to see that stairs are well lighted, that hall lights are controlled by switches both upstairs and down, that you get soft general lighting in your dining room, that good direct lights are close to the chair where you will read or sew, that local lights illumine each kitchen task, and so on. And don't forget lights outside, either.

And while you are thinking of where each lighting fixture or outlet should be in relation to each activity and piece of furniture in each room, be sure the wiring is adequate, yes generous, for both lighting and appliances and for power. Now is the time to provide at least cost the wiring outlets for all the labor-saving and convenience items that you will need and want—washer, ironer, radios, television, refrigerator, freezing unit, range, fans, motors, room heaters, and power for your oil burner or stoker and all the rest. This means plenty of outlets, properly arranged circuits and wire sizes large enough to carry the present and future loads.

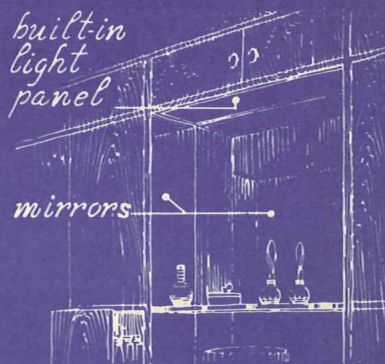
Switches should be located so you can reach them naturally as you enter or leave a room or space, lighting your way before you. A pilot light at the cellar switch will show you whether the light is on or off down there. And have one for the attic too. Be sure your circuit-breaker or fuse-box is in a handy location for you will want to be able to get at it in the dark if something goes wrong.



1. Continuous uniform lighting for any room may be secured by using fluorescent incandescent or cold cathode tubular lamps hidden in a cove or molding.



2. Tubular lights behind a valance may be used to accent windows or objects. It is also an interesting way of providing general illumination.



3. Built-in light panels around mirrors are always helpful. Such a unit as shown above might be installed in a bed room between two closets—over a vanity.

Lawn and landscaping . . .

Like every other facility that goes to make up your new home, the lawn surrounding it should be planned now for its full enjoyment when it becomes a reality.

Without a lawn even the best landscaping is meaningless. Actually, the grass is an integral part of the landscaping, without which your home will look as naked as an unfurnished room.

Perhaps the best way to lay plans for a dream lawn is to list certain considerations. This list, while not conclusive, will start you on the right track to a fine lawn with a minimum of lost motion and costly mistakes:

1. Survey property to determine the amount of natural slope and to locate existing drainage facilities.
2. Begin early to reserve topsoil of suitable quantity and quality.
3. Save all topsoil before building excavation starts.
4. Plan the preparation so that the actual seeding can be accomplished during the late summer or early fall season.
5. Sow a quality seed mixture that has done well on other successful lawns in your locality and a mixture that is adapted to the area as far as direct sunshine or shade are concerned.
6. Don't plant a new lawn on subsoil.
7. Don't plant lawn seed without fertilizing the seed bed

It is a truly rare occasion when a good lawn "happens" to result from a hasty, improperly executed and poorly timed planting. The outstanding lawns the country over are planned from the beginning. It makes little difference whether the lawn consists of acres of restful vistas or an outdoor carpet serving double for a croquet court in front of the barbecue furnace, planning its start will pay off well through many years of good, attractive service.

From the moment you start considering your plans for a new home, you should be developing your landscaping ideas, too. Before you start construction of your home, there are many landscaping factors that should be considered in light of your lot and its characteristics, neighboring lots, sun and shade patterns, maintenance and family activities.

Actually, there are three steps to be taken when it comes to landscaping. First, make your plans reflect the best possible use of the land as far as practicality and beauty are concerned. Second, put your plan to work and shape the land by retaining natural advantages and constructing necessary walls, pathways and driveways. Finally, select the plants that will make your landscaping plans come to life.

There are four general areas to think about—street, utility, garden and family areas.

The approach to your house—the so-called street area—is the area the public sees first. When deciding upon plantings for this area, consider their attractiveness and the visibility they permit.

You'll want plenty of outdoor living space if you're like most modern home-planners! This is the private area which could very well include a porch or terrace and a play-yard. Plus plenty of space for outdoor living and sun-bathing!

A garden area is a must for garden enthusiasts. No matter whether it's a flower or vegetable garden for you, chances are your garden will be a sun-worshiper—place your garden accordingly. And place your garden where the most people will enjoy it most of the time.

Your service area should be close to the driveway and walks. Among the items you will want to consider for this part of your land are clothes drying and waste collecting facilities.

There are so many trees, bushes, vines and perennials from which to choose! Better make certain you round up all the professional advice you can before you start planting.

Briefly stated, there are certain fundamentals to follow in making a selection of plants:

- (a) Consider the outline of the plant—its size and shape and how fast it grows.
- (b) Consider the sun and the shade in the selected location.
- (c) Consider the plant's color and its flowers and fruit.
- (d) Consider the hardiness and permanence of the plant.
- (e) And consider the soil and moisture requirements.



Product selector . . .

The list on this and the following pages will enable you to make a permanent record of your selections of all the various items you will want in your house, designated by the specific producer's name and brand. In the column headed "kind or material" write in the type, or material of which any item is made. The trade name goes next, and the manufacturer's or firm's name in the last column, using the information you have found in your thorough study of the manufacturers' catalogs section of this volume. Make plenty of notes as you go through.

In the first section of this material and equipment list the rooms have been taken up individually room by room. Several blank lines have been left under each major item; i.e., walls, ceilings, floors, etc. The "reminder" (below) is arranged alphabetically, suggests types, kinds, materials and finishes which may be written in these blanks. You fill in the brand name and manufacturer's name. The example below shows how the first line of the check list might have been written.

	KIND OR MATERIAL	BRAND	MANUFACTURER OR FIRM
LIVING ROOM			
WALLS AND CEILINGS	Metallath	plast-key	Lathmaster, Inc.
	Paint	stay-flo	Caulbank Paint Co.
	Linoleum	slidlook	Perifloor and Hue, Inc.
FLOOR	Carpet	Petalpaddy	Warp & Wolf

(Go over this list when considering each room as it will suggest materials, types, etc.)

WALLS:
Fabric
Glass
Linoleum
Metal
Paint
Plaster
Plaster base
Plywood
Tile
Wallboard
Wallpaper
Wood paneling

FLOOR:
Asphalt tile
Carpet
Concrete

Cork
Linoleum
Paint, Varnish,
etc.
Rubber
Rug anchors and
pads
Rugs
Stone
Tile
Wood

WINDOWS:
Casement
Curtain hardware
Drapery hardware
Double glazed
Double hung

Fixed
Glass block
Rolling screens
Screens
Sliding
Storm sash
Venetian blinds
Weather stripping
Window shades

LIGHTING FIXTURES:
Ceiling
Cove or recessed
Fluorescent
Strip
Spot light
Ultra-violet
Wall bracket

HARDWARE:
Cabinet
Door
Window
Other

BUILT-IN UNITS:
Bookcases
Cabinets
Closet equipment
Cupboards
Damper
Dresser
Fireplace mantel
Fireplace circulating
unit
Heat controls
Radiator covers

Unit heaters
Unit cooler
Vanity
Ventilator
Window seats

DOORS:

Dutch
Flush
French
Panelled

COMMUNICATION:

Alarm systems
Call bells
Chimes
Intercommunicating
Radio
Telephone
Television

LIVING ROOM

	Kind or Material	Brand	Manufacturer or Firm
Walls and Ceilings			
Floor			
Doors			
Windows			
Hardware			
Lighting Fixtures			
Built-in Units			
Communication			
Furniture			
DINING ROOM			
Walls and Ceilings			

Home Owners' product selector

DINING ROOM (Cont'd)

	<i>Kind or Material</i>	<i>Brand</i>	<i>Manufacturer or Firm</i>
Floor			
Doors			
Windows			
Hardware			
Lighting Fixtures			
Built-in Units			
Communication			
Furniture			

KITCHEN

Walls and Ceilings			
Floor			
Doors			
Windows			
Hardware			
Lighting Fixtures			
Built-in Units—Accessories and Equipment			
Cabinets			
Counter Tops			
Dishwasher			
Drainboards			
Food Freezer			
Garbage Disposer			
Incinerator			
Range			
Refrigerator			
Sinks			
Ventilator			
Other Appliances			
Communication			

LAUNDRY

Walls and Ceilings			
Floor			
Doors			
Windows			
Hardware			
Lighting Fixtures			
Built-in Units—Accessories and Equipment			
Cabinets			
Dryer			
Hot Plate			
Ironer			
Mangle			
Sinks			
Tubs			
Ventilator			
Washing Machine			
Other Appliances			

Home Owners' product selector

BEDROOMS (Name) _____

(Repeat on separate sheet for each bedroom if necessary)

	Kind or Material	Brand	Manufacturer or Firm
Walls and Ceilings			
Floor			
Doors			
Windows			
Hardware			
Lighting Fixtures			
Built-in Units			
Communication			
Furniture			

BATHROOM (Repeat on separate sheet for each bath or lavatory if necessary)

Walls and Ceilings			
Floor			
Doors			
Windows			
Hardware			
Lighting Fixtures			

Built-in Units—Accessories and Equipment

Brush and glass holder			
Dental Lavatory			
Hair Dryer			
Hamper			
Lavatories			
Medicine Cabinets			
Mirrors			
Shower Cabinet			
Shower Controls			
Soap Dish			
Toilet Paper Fixture			
Towel Racks			
Tub Hanger			
Tub			
Unit Heater			
Ventilator			
Water Closet			

Note: Make similar lists for each room including game room, basement, study, sun room, garage, dark room, hobby room, utility room, etc.

MECHANICAL EQUIPMENT

Heating and Air Conditioning

Air Conditioning			
Air Filters			
Attic Fan			
Automatic Controls			
Boiler			
Circulating System			
Convectors			
Cooling Equipment			
Dehumidifier			
Fireplace Heater			
Furnace			
Gas Burner			
Hot Water Heater			
Humidifier			
Oil Burner			

MECHANICAL EQUIPMENT—Heating and Air Conditioning (Cont'd)

	Kind or Material	Brand	Manufacturer or Firm
Radiators			
Radiator Enclosures			
Space Heater			
Stoker			
Valves			
Ventilating Fans			
Warm Air Grills and Registers			
Electricity and Lighting			
Alarm Systems			
Circuit Breakers			
Door Chimes			
Floodlighting			
Fuse Boxes			
Lightning Rods			
Radio and Television			
Wiring System			
Plumbing and Sanitation			
Cold Water Pipe			
Copper Tubing			
Floor Drains			
Grease Traps			
Hot Water Pipe			
Hot Water Tank			
Lawn Sprinkling System			
Mixing Valves			
Pumps			
Septic System			
Soil Pipe			
Sump Pump			
Traps			
Valves			
Vent Pipe			
Water Conditioners			
Water Supply System			
STRUCTURAL AND OTHER ITEMS			
Acoustic Treatment			
Awnings			
Brick			
Brick Veneer			
Building Paper			
Cement			
Closet Fixtures			
Concrete Block			
Curtain and Drapery Hardware			
Doors			
Cellar Bulkhead			
Exterior			
Dumbwaiter			
Fence			
Financing			
Fireplace Equipment			
Circulating Unit			
Dampers			
Log Hoist			
Mantel			
Flashing			
Garage Doors			
Automatic Control			
Hardware			

Home Owners' product selector

STRUCTURAL AND OTHER ITEMS (Cont'd)

	<i>Kind or Material</i>	<i>Brand</i>	<i>Manufacturer or Firm</i>
Garbage Receiver			
Glass			
<i>Double Glazing</i>			
<i>Glass Blocks</i>			
<i>Mirrors</i>			
<i>Plate</i>			
<i>Structural</i>			
<i>Window</i>			
Greenhouse			
Gutters and Leaders			
Hardware			
Incinerator			
Insulation			
<i>Ceiling</i>			
<i>Floor</i>			
<i>Pipe and Duct</i>			
<i>Roof</i>			
<i>Wall</i>			
Insurance			
<i>Casualty</i>			
<i>Fire</i>			
<i>Life</i>			
Landscaping			
<i>Fertilizer</i>			
<i>Lawn Seed</i>			
<i>Nursery</i>			
<i>Tree Surgery</i>			
Lift			
Lumber			
Mill and Cabinet Work			
Mortgages			
Ornamental Iron Work			
Paint Products			
<i>Exterior</i>			
<i>Interior</i>			
<i>Special Uses</i>			
Plaster			
Plaster Base			
Plywood			
Roofing			
Screens			
Shingles			
Sound Insulation			
Stairs			
<i>Attic</i>			
Stone			
Structural Steel			
Stucco			
Venetian Blinds			
Wallboard			
Wallpaper			
Walls			
<i>Exterior</i>			
<i>Structural</i>			
Waterproofing			
Weatherstripping			
Windows			
Window Shades			
Workshop Equipment			

See "Room Check Lists" for additional products.
Make similar lists for furniture, portable appliances and other items.